

Poland Jobs Expertini®

Assistant (Executive, Team or Relief) with Spanish

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Company: McKinsey & Company

Location: Poznań

Category: other-general

You will be part of our team. This team is passionate about delivering exceptional administrative, organizational, and logistical support. They enable our colleagues and our firm to operate efficiently and fulfill its purpose to help create positive, enduring change in the world.

Based in our McKinsey Global Services office in you will work with consultants, function leaders, external vendors, peer assistants, and other colleagues across the globe on tasks with international reach. You will support managers and partners who are based in other offices than yours and collaborate with your team of assistants onsite in Poznan, working in a hybrid model.

You'll build meaningful, collaborative relationships with your teammates and the colleagues who depend on your administrative support.

Whether it's managing a full calendar, scheduling meetings across various time zones, or arranging and coordinating complex travel logistics, you'll apply your multitasking, organizational, and decision-making skills to fulfill critical administrative and logistical requests. Candidates from various backgrounds are successful in this role. We are interested in your potential, attention to detail, and ability to problem solve in a collaborative and inclusive team environment. Because we offer extensive training, this is an excellent opportunity for candidates looking to start their careers, change industries or career paths, or for those currently in assistant roles who want to further grow and develop.

See of our executive assistants.

As a people-first firm, we focus on supporting our colleagues both inside and outside of

work. The benefits for our colleagues in Poznan reflect our care and interest in their needs and well-being:

Physical and mental well-being

Private healthcare coverage for you, your spouse/domestic partner, and children including medical, dental, and mental health and reimbursement for certain medical services

Annual eyeglasses reimbursement for you, your spouse/domestic partner, and children

Financial well-being

Additional annual payment based on our firm's performance

Life and business travel accident insurance

Voluntary group insurance

Flexible working

Modern office space in the city center supporting different working styles and neurodiversity (e.g., adjustable desks, active work zones, quiet zones, meeting areas, creative spaces)

Café on each floor

Outdoor working and restorative space and rooftop terrace with a gym

Smart casual dress code

Hybrid work model

Perks

In-house gym

Underground parking for cars, bicycles, and scooters, including electric chargers

Platform with benefit options such as fitness cards, travel vouchers, tickets for cultural events and activities, reimbursement for kindergarten, and many others

Lunch/grocery card

Healthy snacks, drinks, and fruit in the office

Supportive community

Diverse, equitable, and inclusive environment, and office- and firm-wide initiatives and communities (LGBTQ+, Women Initiative, Parents Initiative, Mental Health Programs, Sports Teams, Charity Team, Help-A-Pet Team, Music Team, Green Team, and more)

Professional development opportunities for growth across our firm

Coaching & mentorship programs available for every colleague

Learning programs and unlimited access to e-learning platforms

Comprehensive onboarding into your new role

Position requires a 50/50 hybrid work setup - split evenly between remote and in-office presence.

Ability to communicate effectively, both verbally and in writing, in English and Spanish (C1 level – CEFR or equivalent)

Strong email and calendaring skills

Solid knowledge of Windows and Microsoft Office applications; Outlook proficiency preferred

Excellent administrative, organizational, and problem-solving skills

Ability to work effectively in a fast-paced, deadline-driven environment (including prioritization skills, flexibility toward change, sense of urgency, and dealing with ambiguity)

Strong attention to detail, can-do attitude, and ownership mindset

Outstanding customer orientation and ability to professionally handle confidential and/or sensitive information

Eagerness to learn, collaborate, and share knowledge and experiences across regions

and teams

Ability to establish and strengthen relationships with colleagues, clients, and external vendors across the globe

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